

Embassy of the United States of America
Foreign National Student Internship Program
2013 Academic Year

The U.S. Embassy Tashkent is pleased to announce **the Foreign National Student Internship Program** to fill internship positions in the Public Affairs Section (PAS).

There are no benefits attached to the internships and no compensation, nor any future employment rights. The intern students will be retained under a Gratuitous Service Agreement. The Internship will take place in either Information Resource Centre, Educational Advising Centre, or Public Affairs Section of the U.S. Embassy Tashkent.

The internship provides students with an excellent opportunity to get useful work experience at an international organization, improve their English skills and develop event planning/program management abilities through active involvement in various programming activities.

Main duties:

1. Assisting staff to maintain the collection in proper order and organize outreach activities;
2. Preparing book donations (making book lists, putting stickers into books, etc);
3. Assisting clients with computers, TV, advising resources, book check-ins and check-outs;
4. Signing up visitors via telephone, email and Facebook application;
5. Helping staff to maintain the client and application database;
6. Downloading, printing and making copies of information from assigned websites.
7. Helping clients to research and fill out applications to U.S. Universities;
8. Helping the Public Affairs Specialist and English Language Assistant to print and make application copies for exchange programs;
9. Informing applicants of selection and pre-departure process;
10. Performs other duties as assigned.

Students must meet the following criteria to be eligible for the program:

- ✓ Be at least 18 years old
- ✓ Have graduated from the secondary school or specialized secondary educational establishment
- ✓ Be currently enrolled not less than half-time in a higher educational institution in Uzbekistan as a 1-3 course student, obtaining Bachelor's degree
- ✓ Be in good academic standing at the current educational institution
- ✓ Have good computer/internet and customer service skills
- ✓ Be able to communicate in English, Russian and Uzbek
- ✓ Provide written permission from the educational institution
- ✓ Be a legal resident of Uzbekistan

In addition, the applicants must be able to work for a period of at least 6 months from 09:00 to 13:00 or 14:00 to 18:00, every workday Monday through Friday.

Interested applicants must complete the enclosed forms and email it to the Embassy Human Resources Section at personnel@usembassy.uz by **COB December 12, 2012**. Indicate **“Student Internship program”** in the subject line of your email, and the position title of the Application form.

The application forms are also available online at the Embassy's website:
<http://uzbekistan.usembassy.gov/jobs.html>

For further information on the program please call the Embassy Human Resources Section at 120 54 50.